



WASHINGTON STATE GAMBLING COMMISSION

LOCATION: 4565 7th Avenue SE, Lacey WA 98503
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WEB SITE: www.wsgc.wa.gov

APPLICATION AND INFORMATION FORM – UPGRADE – CHANGE OF LICENSE CLASS

This application is only used by organizations and / or businesses who are currently licensed by the Gambling Commission and have exceeded their assigned license classification or desire to upgrade their current license classification.

REVIEW ALL INSTRUCTIONS AND THE ATTACHED FEE SCHEDULES BEFORE COMPLETING THIS FORM.

Licensed activity to upgrade: (Complete after calculating proper fee on Page 2.)

- | | | |
|---|------------------|---------------|
| <input type="checkbox"/> Amusement Games (03 / 53) | New Class: _____ | Fee: \$ _____ |
| <input type="checkbox"/> Bingo (01) | New Class: _____ | Fee: \$ _____ |
| <input type="checkbox"/> Combination License (08) | New Class: _____ | Fee: \$ _____ |
| <input type="checkbox"/> Punch Board / Pull-Tab License (04 / 05) | New Class: _____ | Fee: \$ _____ |
| <input type="checkbox"/> Raffle (02) | New Class: _____ | Fee: \$ _____ |
| <input type="checkbox"/> Distributor License (21 / 28) | New Class: _____ | Fee: \$ _____ |
| <input type="checkbox"/> Manufacturer License (20) | New Class: _____ | Fee: \$ _____ |
| <input type="checkbox"/> Card Rooms (60 / 65 / 67) | New Class: _____ | Fee: \$ _____ |

1. Applicant: _____
Organization / Business Name

2. Mailing Address of Applicant: _____

City State Zip County

3. Premises Address (Street Address): _____

City State Zip County

4. E-mail Address (If available): _____

5. (_____) _____ - _____ (_____) _____ - _____ (_____) _____ - _____
Business Telephone Fax Telephone Premises Telephone

6. For Nonprofit Organizations: If you are upgrading your Punch Board / Pull-Tab license to a Class "C" or above, you will need a Licensed Gambling Manager to oversee your Punch Board / Pull-Tab activities. Call the main office to request application *Charitable / Nonprofit Gambling Manager* (GC4-117).
7. For Card Rooms ONLY: Submit, as an attachment, a floor plan of the premises and indicate the area specifically designated for the playing of cards and the number of tables to be used.
8. For Class "E" and above Raffle license holders or Class "E" and above Charitable / Nonprofit Amusement Game licensees ONLY: The elected president, treasurer, chairman of the board, and gambling activity manager(s) must submit a Personal / Criminal History Statement (BLS-700-301). If upgrading to a Class "D" or above Bingo license, you must **ALSO** submit a copy of your use & occupancy permit, fire inspection report, and nonprofit gambling manager applications to license your bingo manager(s).

YOUR APPLICATION AND THE PUBLIC RECORDS ACT

From the moment we receive your application, it becomes a public document subject to the Public Records Act (RCW 42.17) and other Washington laws. Per WAC 230-04-020 (4), the Commission may disclose to the public or discuss at a public meeting, all information set forth in this application and all supplemental information submitted. The Commission responds to public document requests through a Public Disclosure Request process.

OATH OF APPLICATION

I declare under penalty of perjury, under the laws of the state of Washington, that all information provided on this application is true and complete to the best of my knowledge. I understand that untruthful, misleading, or incomplete answers whether through misrepresentation, concealment, inadvertence, or mistake, are cause for administrative closure or denial of an initial application or revocation of any gambling license(s) currently held. I agree to notify the Washington State Gambling Commission should any information required on this application and / or on my Personal / Criminal History Statement change or become inaccurate in any way. I understand that if I fail to make such notification, it may constitute grounds for denial, suspension or revocation of my license. I further agree to inform the commission should any information provided on this application change or become obsolete, and / or should any criminal or civil actions be filed against me during the application or licensure period. See WACs 230-04-022, 230-12-305, and 230-12-310.

Signature: _____ Date: _____

Title: _____

Partner: _____ Partner: _____

Partner: _____ Partner: _____

NOTE: The principal owner, president, or each partner must sign.

* * * SPECIAL INSTRUCTIONS * * *

Per WAC 230-04-260, a licensee has the responsibility to remain within an assigned license class or upgrade to the correct volume of activity. To accomplish the upgrade, complete this form and submit it with proper fee, plus a **\$26 change of classification fee**. See below for an example, and a calculation area.

EXAMPLE

Basic Fee for Upgraded Bingo Class "E"	\$	1,541.00
Fee Originally Submitted for Bingo Class "D"	-	915.00
Difference	\$	626.00
Change of Classification Fee	+	26.00
TOTAL FEE TO BE SUBMITTED:	\$	<u>652.00</u>

FOR APPLICANTS USE

Basic Fee for Upgraded Class	\$	_____
Original Fee	\$ -	_____
Difference	\$	_____
Change of Classification Fee	\$ +	<u>26.00</u>
TOTAL FEE TO BE SUBMITTED:	\$	<u>_____</u>